

Community Development Department 801 228th Avenue SE

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City Hall Hours: 8:30am-5:00pm
Permit Center: 8:30am-4:00pm
Web: www.sammamish.us
www.mybuildingpermit.com

SMC CHAPTER 19A.12

## LAND USE APPLICATION

## Subdivision, Preliminary Approval

A preliminary subdivision is a Type 3 land use decision for the division of land into ten or more lots subject to the recommendation from the Director of Community Development to the Hearing Examiner. Preliminary decisions require a public hearing and a Hearing Examiner's decision supported by written findings based on the compliance with the Sammamish Municipal Code (SMC). Preliminary approval, the first step in the subdivision process, is followed by site development construction plan approval, accompanied by the issuance of a clear and grade permit, and lastly final plat approval.

Please see land use application entitled Final Plat and Final Short Plat Review for more information.

Please demonstrate the following information on the preliminary plat sheets:

- 1. Preparation by a licensed land surveyor or engineer.
- 2. Name and seal of surveyor or engineer, file number of subdivision, location by section, township and range, scale, and legal descriptions, date and north arrow.
- 3. Delineated boundary of plat and plat meander lines or reference lines along bodies of water; true courses and distances to nearest established street lines, municipal, township, city or section lines tied to the lines of short-subdivision by distance and course, radii, internal angles and points of curvature, tangent bearings and lengths of all areas.
- 4. Dimension, square footage and labeling shown on all: public and private streets and adjoining streets, (i.e., private roads, alleys, driveways, access points), on-site recreational and open space and play areas, land below ordinary high water mark; critical areas and buffers, per SMC 21A.50, public rights-of-ways, ground detention facilities; lots, lot numbers and tract letters.
- 5. Location and labeling of all property lines, easements, dedications, (existing structures, zoning setback, fire hydrants existing or proposed within 1,000 feet of the proposed plat), transit stops and monuments, sidewalks and planning features assuring safe walking conditions for school age children.
- 6. Reference to recording number of completed survey if boundaries were previously surveyed.
- 7. Signature block as demonstrated on land use application, Final Plat and Final Short Plat Review.

Please complete the Submittal Items Table over

SUBMITTAL ITEMS	
Please mark each box with an "X"	
Base Land Use Application	Critical Area Affidavit
Pre-Application Conference Notes <sup>1</sup>	Critical Area Study <sup>5</sup> (FWHCA, wetland & Stream) x 4 copies (If applicable)
Neighborhood Meeting (Proof of completion with notes)	Geotechnical Report <sup>5</sup> x 4 copies (If applicable)
Digital copy of all documents	SEPA Environmental Checklist <sup>2&amp;5</sup> x 4 copies
Acceptance of Financial Responsibility /Affidavit of Applicant Status	Development Plan Set – 7 copies per submittal instructions & electronic PDF <sup>6</sup>
Project Description	Technical Information Report <sup>2</sup> & 6 x 4 copies
Director's Modification Request (if proposed)	Traffic Impact Analysis Report, if applicable <sup>5</sup> x 4 copies
Street Variation Request (if proposed)	Arborist Report x 4 copies
Traffic Concurrency Certificate	ESF&R Plan Review Sheet
Legal Description	
Water & Sewer Certificates or Septic System Approval <sup>3</sup> x 2 copies	Counter Service Intake Free Type 3: \$366.00
King County Health Department Septic Approval <sup>3</sup> (if required)	Subdivision Development Review Deposit: \$9,760.00
Title Report (< 30 days old include supplemental document)	Additional deposits may be required throughout the process
	Legal Notice Posting: \$190.40
	Publication/Mailing: \$526.00
	Critical Areas Review: \$610.00
Mailing List, Map & Labels <sup>4</sup>	SEPA Determination: \$610.00
<ul> <li>One list &amp; map of property owners within 1,000 feet of</li> </ul>	Fire Review: \$170.00
subject property line	Per Lot Fee
2000 feet for properties within	10-20 Lots: \$396.00/per lot 21-50 Lots: \$306.00/per lot
EHNSWB overlay	51+ Lots: \$213.00/per lot
Four sets of mailing labels  1 If you would like to schedule a conference regarding a land use.	

<sup>&</sup>lt;sup>1</sup> If you would like to schedule a conference regarding a land use application please contact the Community Development Department.

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10 hour increment.

<sup>&</sup>lt;sup>2</sup> Core Requirements No 1,2,3,8 per adopted drainage manual.

<sup>&</sup>lt;sup>3</sup> King County Health Department preliminary septic approval required at the time of submittal

<sup>&</sup>lt;sup>4</sup> As identified by KC Tax Assessor records. The 1,000 foot area shall be expanded as necessary to include at least 20 different property owners.

<sup>&</sup>lt;sup>5</sup> When Applicable

<sup>&</sup>lt;sup>6</sup> Engineering plans and reports must be wet stamped and signed by a Professional engineer licensed in the state of WA.